

Project: _____

1 Start Date: _____ / _____ / _____

Due Date: _____ / _____ / _____

School: _____

2 General Manager

Office Manager

Production Manager

Sales Rep

Creative Director

Student Full Name(Print):

Student Full Name(Print):

Student Full Name(Print):

Student Full Name(Print):

Student Full Name(Print):

_____ Establish Group

3

_____ Prepare samples &
Price sheet
_____ Contact Customer for
projects details/artwork

4

_____ Call a meeting to
explain the job

_____ meeting

_____ meeting

_____ Bring Projects / Ideas /
Artwork / Requirement
Back to team

_____ meeting

_____ Supervise project
development

6

_____ Find Pricing Create Quote
_____ Give Quote to Sales Rep

5

_____ Creating artwork If need
_____ Adjust artwork for
proof approval
_____ Give art work to Sales

_____ Supervise project
development

7

_____ Bring Pricing/Quote to Customer
_____ Get Proof Approval
_____ Artwork need changes
_____ Bring back to Office Manager

_____ Change Artwork

_____ Discuss with Class
Instructor to order items

_____ Supervise project
development
_____ Assistant Production

8

_____ Create Work Order
_____ If need to order items,
Give to General Manager
_____ Assistant Production

9

_____ Project Production

_____ Assistant Production

_____ Assistant Production

_____ Supervise project
development

11

_____ Finish Order
_____ Update Work Order
_____ Give Work Order Form &
Products to Office Manager

10

_____ Get leadtime & delivery
date from Production Manager
_____ Rely to customer if need

11

_____ take pictures of the
completed order with the team.

_____ Supervise project
development

12

_____ Create Invoice & Packing slip
_____ Give Invoice & Packing Slip &
Finish Products to Sale Rep

13

_____ Deliver order
_____ Get Packing Slip Signed

_____ Supervise project
development

14

_____ Invoices to Customer

_____ Bring Signed Packing Slip
to Office Manager

15

_____ Hold Group Meeting
Evaluate the job